

Jonathan Trumbull Library
Bylaws Committee Meeting
February 18, 2015

Present: Cathe McCall, Michelle Kersey and Maureen McCall

The meeting was called to order at 6:45 by the chair, Cathe McCall. Suggestions for bylaws changes to the Library Assistant's job description to include:

Supervise circulation and interlibrary loan activities in the adult library
Recruit and supervise volunteers

Thus the description for the Library Assistant under Essential duties and responsibilities will read as follows:

Essential duties and responsibilities:

1. Provides excellent customer service for patrons-in person and on telephone
2. Supervise circulation and interlibrary loan activities in the adult library
3. Recruit and supervise volunteers
4. Processes all patron transactions in a timely, accurate and efficient manner
5. Assists patrons in checking out, returning, renewing and requesting library materials
6. Collects and records fines for overdue materials
7. Assists patrons with computers, printers, photocopies and fax machine
8. Responds to patron questions and requests for information, referring to Library Director as needed
9. Communicates with Library Director about patron complaints, comments and suggestions
10. Shelves materials and keeps library organized and neat
11. Orders library supplies and maintains adequate quantities of necessary supplies, within budget parameters
12. Catalogs new library materials
13. Coordinates and prepares reports on interlibrary loan activities

The Library Director's job description will change to show the removal of those two items as follows:

Library Services Management

1. Direct the daily operations of the library to ensure high quality services to the maximum of the budget allocation
2. Select and weed the adult library materials
3. Process or supervise the processing of adult library materials
4. Instruct patrons and staff in use of various technologies in the Library
5. Provide reference assistance and reader's advisory assistance to patrons
6. Provide or conduct programs of use to the community

Fiscal Management

1. Provide Library Board with a recommended annual budget to present to the Board of Finance
2. Administer approved budget
3. Research and evaluate cooperative purchasing
4. Prepare budget reports representing current fiscal status for the January, March, May, September and November Library Board meetings
5. Prepare year end fiscal report for Library Board and Town
6. Prepare and submit biweekly payroll for Town payroll service
7. Prepare and submit financial reports to appropriate local, state and federal government agencies
8. Seek and administers grants that are applicable to the Library including the annual State Basic Library Support Grant and C-Card Grant

Personnel Management

1. Appoint a Youth Services Librarian and hire competent personnel to staff the library
2. Administer personnel policies
3. Schedule library personnel to provide for effective library usage
4. Provide in-service training, and information on workshops and educational opportunities that are applicable

Property Management

1. Ensure the daily maintenance and upkeep to provide a clean and appealing facility
2. Supervise maintenance and repair personnel
3. Ensure safe conditions for staff and public
4. Analyze buildings and grounds needs and recommend improvements and repairs to the proper authority
5. Ensure the servicing of library equipment and building utilities to maintain proper performance

Miscellaneous

1. Act in advisory capacity to Library Board regarding library issues
2. Act as liaison between Library Board and Town departments and authorities
3. Act as liaison between Library Board and library staff
4. Act as liaison between Library Board and Friends of the Library
5. Prepare or supervise the submission of monthly State C-Card and Interlibrary Loan reports
6. Seek opportunities to engage in cooperative efforts with other Town departments to provide more services to town residents
7. Attend educational workshops and other functions that promote or improve the workings of libraries
8. Employ appropriate means of communication: brochures, posters, press releases, etc. that inform and promote the Library's activities

Motion (M. Kersey/M. McCall) to recommend the above changes as requested by the Library Director, Julie Culp to the Library Director's job description and the Library Assistant's job description. The motion carried with none opposed.

Motion to adjourn (M. McCall/M. Kersey) at 6:50.

Respectfully submitted,
Maureen D. McCall, Secretary